

## **Parent Declaration Form for Funded Early Education Places for 2, 3 and 4 year olds**

To receive your child's funded Nursery Education entitlement, this form must be completed accurately at each of the settings your child attends. You should discuss the options available with your child's setting before completing the form, to ensure that you are able to take up your child's entitlement in the way that you wish.

### **1. Child's Details**

Child's Legal Forename(s):		
Child's Legal Family Name:		
Name by which the child is known: (if different from above)		
Child's Date of Birth:		
Proof of Date of Birth provided:	<input type="checkbox"/> Yes	Documentation provided:
Child's Gender:		
Child's Address:		
Child's Postcode:		

**The following question is optional.** The information provided will be stored by your child's setting in line with their Data Protection Policy and will be shared with Worcestershire County Council and the Department for Education, as part of their claim for Nursery Education Funding. If you no longer wish to have your child's ethnicity processed, you can withdraw your consent to your child's setting at any time.

Child's Ethnicity:	(optional)
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### **2. Parent/Carer's Details**

**IMPORTANT: The following information needs to be provided if you are accessing 30 Hours Free Childcare, Disability Access Fund or Early Years Pupil Premium funding for your child.**

Parent/Carer Forename: (person named on benefits claim)	
Parent/Carer Family Name:	
Parent/Carer Date of Birth:	
Parent/Carer National Insurance Number/NASS Number:	
2 <sup>nd</sup> Parent/Partner Forename:	
2 <sup>nd</sup> Parent/Partner Family Name:	
2 <sup>nd</sup> Parent/Partner Date of Birth:	
2 <sup>nd</sup> Parent/Partner National Insurance Number/NASS Number:	

### 3. Funding – Universal 15 Hours

Your child is entitled to 570 'universal' hours per year, which is a maximum of 15 hours per week over 38 weeks of the year. You can choose to spread your child's hours over more than 38 weeks of the year, for example over 51 weeks. This would mean that your child would access less than 15 'universal' hours per week. You can choose to receive funded hours at a maximum of two settings in **any one** day. A maximum of 10 hours can be funded per day.

Your child's setting(s) can choose how they offer the free entitlement. Please discuss your requirements with each setting before completing this form to ensure that what they offer meets your needs. Your child's setting will claim funding based on the information you provide. You may find that you are left with a bill from your child's setting if you do not complete the form accurately and funding is therefore not allocated appropriately. You will need to complete a Parent Declaration Form for each setting that your child attends.

If your child is attending a specialist setting (e.g. Special School Nursery Class/Early Years Specialist Language Unit/Nursery Assessment Class), they must be allocated 'universal' hours to cover the number of hours your child attends.

### 4. Funding – Additional 15 Hours

If your child is aged **3 or 4 years of age** and you (and your partner if applicable) meet the criteria, your child **could** be entitled to a total of 30 hours childcare per week. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to find out more information and apply for your 30 Hours Free Childcare Code.

**Do you think your child is entitled to '30 Hours Free Childcare'?**

☐ Yes – The code is 

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☐ No

If you have provided a valid '30 Hours Eligibility Code' above, your child is entitled to a further 570 'additional' hours per year. If at any point during the year your child stops being eligible for the 'additional' hours, your child's free entitlement will be based on the 'universal' allocation above. You must also discuss your child's attendance hours with their setting(s), to ensure that they are still able to offer the hours that you need.

### 5. Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money used to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources of a setting, with the aim of impacting positively on your child's progress and development.

It is paid to settings for 3 & 4 year old children of families in receipt of certain benefits. Applicable benefits include: Income support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance; Support under part 5 of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual income of no more than £16,190; Working Tax Credit run-on; Universal Credit (with a net income threshold of £7,400).

It is also available for children who are or have been looked after (LAC) by the Local Authority.

If your child is entitled to EYPP, it will only be paid to the setting(s) receiving the 'universal' hours. For more information, please speak to your child's setting.

**Do you believe that your child is eligible for Early Years Pupil Premium?** Yes ☐ No ☐

## 6. Please allocate your child's FUNDED hours below:

You allocation of funded hours must be in line with what is offered by your child's nursery. Once you have allocated your child's funded hours, you will not be able to make any changes during the current term.

### Example

<b>Setting Name:</b>	Example Day Nursery		<b>Funded Offer:</b>	<input type="checkbox"/> Term-Time Only (38 weeks funded) <input checked="" type="checkbox"/> All Year Round (More than 38 weeks funded)	
<b>Term</b>	<b>No. Funded Weeks (per TERM)</b>	<b>No. Universal Hours (per WEEK)</b>	<b>Total Universal Hours (per TERM)</b>	<b>No. Additional Hours (per WEEK)</b>	<b>Total Additional Hours (per TERM)</b>
Autumn	16	11.25	180	11.25	180
Spring	13	11.25	146.25	11.25	146.25
Summer	21	11.25	236.25	11.25	236.25
<b>Total Annual Funded Weeks</b>	50	<b>Total Annual Universal Hours (Max. 570 hours):</b>	<b>562.50</b>	<b>Total Annual Additional Hours (Max. 570 hours):</b>	<b>562.50</b>

Please ensure that you complete one of the tables below for each of the settings that your child attends.

<b>1<sup>st</sup> Setting Name:</b>			<b>Funded Offer:</b>	<input type="checkbox"/> Term-Time Only (38 weeks funded) <input type="checkbox"/> All Year Round (More than 38 weeks funded)	
<b>Term</b>	<b>No. Funded Weeks (per TERM)</b>	<b>No. Universal Hours (per WEEK)</b>	<b>Total Universal Hours (per TERM)</b>	<b>No. Additional Hours (per WEEK)</b>	<b>Total Additional Hours (per TERM)</b>
Autumn					
Spring					
Summer					
<b>Total Annual Funded Weeks:</b>		<b>Total Annual Universal Hours (Max. 570 hours):</b>		<b>Total Annual Additional Hours (Max. 570 hours):</b>	

<b>2<sup>nd</sup> Setting Name:</b>			<b>Funded Offer:</b>	<input type="checkbox"/> Term-Time Only (38 weeks funded) <input type="checkbox"/> All Year Round (More than 38 weeks funded)	
<b>Term</b>	<b>No. Funded Weeks (per TERM)</b>	<b>No. Universal Hours (per WEEK)</b>	<b>Total Universal Hours (per TERM)</b>	<b>No. Additional Hours (per WEEK)</b>	<b>Total Additional Hours (per TERM)</b>
Autumn					
Spring					
Summer					
<b>Total Annual Funded Weeks:</b>		<b>Total Annual Universal Hours (Max. 570 hours):</b>		<b>Total Annual Additional Hours (Max. 570 hours):</b>	

<b>3<sup>rd</sup> Setting Name:</b>			<b>Funded Offer:</b>	<input type="checkbox"/> Term-Time Only (38 weeks funded) <input type="checkbox"/> All Year Round (More than 38 weeks funded)	
<b>Term</b>	<b>No. Funded Weeks (per TERM)</b>	<b>No. Universal Hours (per WEEK)</b>	<b>Total Universal Hours (per TERM)</b>	<b>No. Additional Hours (per WEEK)</b>	<b>Total Additional Hours (per TERM)</b>
Autumn					
Spring					
Summer					
<b>Total Annual Funded Weeks:</b>		<b>Total Annual Universal Hours (Max. 570 hours):</b>		<b>Total Annual Additional Hours (Max. 570 hours):</b>	

It is a requirement of the Early Years Foundation Stage (EYFS) for settings to communicate with each other and share information about your child, if you child is attending more than one setting. This will include information contained within this form.

## 7. Disability Access Fund Declaration

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving all or part of their free entitlement, are eligible for the Disability Access Fund (DAF). The DAF is paid to your child's setting to ensure that they can support your child's needs. The DAF is a fixed annual payment of £615.

### Is your child eligible and in receipt of Disability Living Allowance (DLA)?

- ☐ Yes – You will need to provide a copy of your child's DLA letter to your child's setting  
☐ No

If your child is splitting their free entitlement across two or more settings, please nominate which setting you would like the DAF to be paid to. This should be the setting where your child attends the majority of their funded hours.

Name of setting to receive the DAF: \_\_\_\_\_

The School's Finance Team will contact you to confirm your allocation of the DAF. **Please tick to confirm that you are providing consent to be contacted using the details provided below:** ☐

Please notify your child's nursery if you wish to withdraw your consent at any time.

If you do not wish to provide the following information, please contact the School's Finance Team directly on [eyfunding@worcestershire.gov.uk](mailto:eyfunding@worcestershire.gov.uk) to confirm your allocation of the DAF, including the name of your child's setting and your child's initials.

Contact Name	
Email Address	
Telephone Number	

## 8. Privacy Information

The information provided within this form will be processed by your child's setting, to enable them to claim Nursery Education Funding. The information will be securely shared with Worcestershire County Council and the Department for Education, to provide your child's funded hours. The information will also be shared with Babcock Prime, who is commissioned by Worcestershire County Council to deliver education services on their behalf.

- Further information about how Worcestershire County Council will use your/your child's data can be found within their Privacy Notice: [www.worcestershire.gov.uk/privacy](http://www.worcestershire.gov.uk/privacy)
- Further information about how Babcock Prime will use your/your child's data can be found within their Privacy Notice: [www.babcockprime.co.uk/privacy](http://www.babcockprime.co.uk/privacy)

## 9. Parent/Carer Declaration

Please sign to confirm that:

- I certify that all of the details provided above are correct.
- The setting(s) named above will claim funding based on the information I have provided.
- The setting(s) named above will claim for additional funding as appropriate (which may include funding to support inclusive practice for children with additional needs), to support them to provide the free Early Education Place for my child.
- I understand that I will have to pay a bill to my setting(s), even after my child has stopped attending, if the information I provide is incorrect.

- I understand that in order to claim the 'additional' 15 hours, I must re-confirm my eligibility every three months with HMRC and that if I fail to do so, I will be liable to pay for any hours not funded by the local authority.
- I understand that my details and my partners, where applicable, will be used to apply for EYPP and to confirm eligibility for 30 Hours Funded Childcare, as appropriate.
- I understand that I must amend this form/complete a new form if my details, circumstances or attendance patterns change.
- I understand that my child's allocated funding will not be moved during each funding period.

Parent/Carer Signature:	
Date:	
2 <sup>nd</sup> Parent/Partner Signature:	
Date:	

### 10. Provider Declaration

Please sign to confirm that:

- You have provided the parent/carers with accurate information about Nursery Education Funding.
- You are offering a funded place as outlined above.

Signed:	
Provider Name:	
Date:	